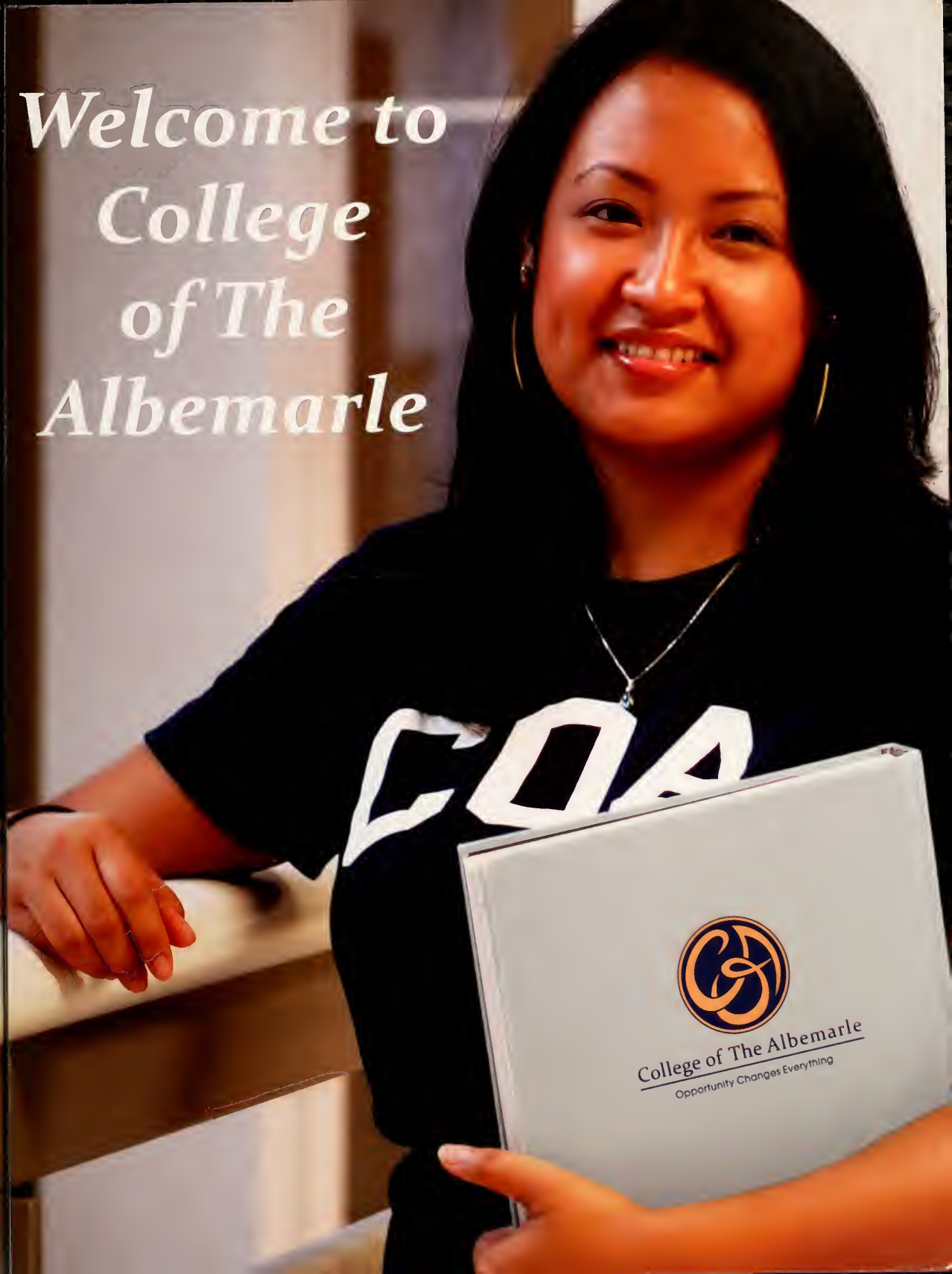
# Welcome to College of The Albemarle



# Why Should I Attend COA?

There are many great reasons to attend College of The Albemarle. Here are just a few of them . . .

**Quality Instruction**
At COA, you will find some of the best instructors available in any higher education facility. Our instructors work diligently to provide our students with the best education possible in their program of study. Students who graduate from community college and transfer into a university system often do better than students who started at the university level.

**Location**
COA offers three convenient campus locations, close to home, in Elizabeth City, Edenton, and Manteo.

**Affordability**
Community college tuition is one of the best educational values available. A full-time student at COA will spend approximately $2950 for tuition, fees, and books in a two semester school year.

**Scholarships and Student Aid**
At COA, any individual who wishes to attend should not be deprived of this opportunity. Financial assistance is available to qualified students through grants, loans, and part-time employment in the college work-study program. The college's Foundation also provides more than $160,000 per year in private scholarships.

**Small Class Size**
Most classes at COA have fewer than 25 students. This allows instructors time to get to know everyone, and students get the personalized attention they deserve. Our instructors are always willing to help.

**On-Line and Hybrid Classes**
COA knows that convenience and flexibility are the keys to getting an education. To help, we have developed many classes on-line to provide students as much flexibility and convenience as possible. If on-line classes are not for you, maybe a hybrid class would suit you better. These courses combine on-line and classroom instruction.

**Flexible Scheduling**
A wide variety of class times are available to suit your schedule. COA begins classes at 8 am and offers a variety of afternoon and evening classes each semester.

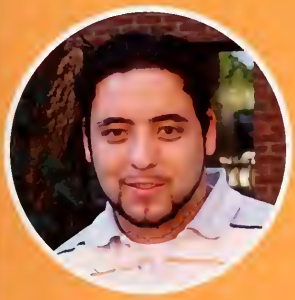
**Support Services**
Take advantage of the many services offered, including academic advising, personal counseling, new student orientation, testing for proper placement in classes, free tutoring, and child care assistance. Specialized services are available, such as scholarships and student aid, veterans' services, and assistance for students with disabilities.

**Career Search**
Unsure of your major? COA offers free counseling and career services that provide pertinent information to help you select an educational path. Your career counselor utilizes career search programs and interest surveys to help you select a major.

# Student Organizations at COA

Architecture Tech. Club ❋ Book Club ❋ Business and Office Systems Tech. Club ❋ Ceramics Club ❋ COA Student Ambassadors ❋ Computer Club ❋ Drama Club ❋ Intramural Sports ❋ Literary Society ❋ Math Club ❋ Phi Theta Kappa Honor Society ❋ Professional Arts Club ❋ Spanish Club ❋ Students Against Drunk Driving ❋ Student Government Association

# Student Profiles



*"The instructors are so helpful. They encourage you to do your very best."*
**Johnny Rueda,**
Business Administration & General Ed. Student

*"Receiving two music scholarships to COA helped me to obtain my degree. It's been a great experience."*
**Samantha Wall,**
College Transfer Student

*"Because of the classes I have taken at COA, I am a better speaker, listener and most important, my self-esteem has really been lifted."*
**Joyce Douglass,**
Associate in Applied Science Student

*"COA offers an abundance of on-line classes & without them I would not be able to attend classes. A world of enlightenment!"*
**Christina Ashley,**
Pre-Major Criminal Justice Student

*"The high quality, yet affordable education I have received from COA will ensure that I am successful as I continue my education at a 4 year university."*
**Nathaniel Ralph,**
College Transfer Student

*"With high school graduation over 30 years ago, I wanted a firm educational foundation and to be challenged to try harder. COA has more than met those goals."*
**Robert Adams,**
Associate in Arts Student

# Programs of Study

Associate in Arts Degree
Associate in Arts - Pre-Major in Elementary Education
Associate in Fine Arts
Associate in General Education
Associate in Science

**ASSOCIATE IN APPLIED SCIENCE DEGREES**
Architectural Technology
Associate Degree Nursing
Business Administration
Computer Engineering Technology
Computer Information Technology
Computer Programming
Criminal Justice Technology
Early Childhood Education
LPN/ADN Option-must be a licensed LPN
Marine Sciences Technology - Dare Campus
Medical Assisting
Medical Laboratory Technology
Medical Office Administration
Office Systems Technology
Professional Crafts: Jewelry - Dare Campus
Web Technology

**DIPLOMA PROGRAMS**
Air Conditioning, Heating, & Refrigeration - Edenton campus
Architectural Technology
Cosmetology
Culinary Technology - Edenton Campus
Electrical/Electronics Technology - Edenton Campus
Foodservice Technology - PCI
Machining Technology
Medical Assisting
Practical Nursing
Professional Crafts: Jewelry - Dare Campus
Surgical Technology
Transfer Core Diploma - Associate in Arts
Transfer Core Diploma - Associate in Science

**CERTIFICATE PROGRAMS**
Air Conditioning, Heating, & Refrigeration - Edenton Campus
Basic Law Enforcement
Computer Engineering Technology
Computer Information Technology: Database Management
Cosmetology
Early Childhood Education
Early Childhood - Infant/Toddler
Machining Technology
Manicuring/Nail Technology
Phlebotomy
Professional Crafts: Jewelry - Dare Campus
Web Technology: Web Page Designer
Web Technology: Advanced Web Page Designer

**OTHER ENROLLMENTS**
Gateway to College
High School Dual Enrollment
High School Huskins Bill
Learn and Earn
Special Credit, Non-Degree

**COLLABORATIVE SERVICE AGREEMENT PROGRAMS**
Automotive Systems Technology Associates - Martin CC
Automotive Systems Technology Certificate - Martin CC
Biotechnology - Pitt CC

# College of The Albemarle

Est. 1960

The staff and faculty would like to welcome you to College of The Albemarle and to let you know that we are here to serve you and assist you. Your college experience should be exciting, fun, challenging, and rewarding. To get you off to a great start at COA, we would like to ensure you take the proper steps to be successful in your college career and the following steps will get you started. In addition, please visit or call any of our three campus locations for personal assistance.

### Apply For Admission

Visit College of The Albemarle's web site at www.albemarle.edu to access our Application for Admission. Or, you may apply to COA via the link to CFNC which is also found on our web site. If you would prefer to pick up a hard copy of the application, you may visit any of our three campus locations.

### Apply For Student Aid

Submit the FAFSA: All students who wish to be considered for need-based federal aid and state/institutional grant assistance must complete a FAFSA (Free Application for Federal Student Aid). The easiest way to complete the FAFSA is to apply online. Students (and parents of dependent students) will need to obtain a PIN in order to sign the FAFSA electronically. Paper copies of the FAFSA are also available from any high school guidance office or by calling 1-800-433-3243. The FAFSA or Renewal FAFSA should be completed (on paper or via the web at www.fafsa.ed.gov) as soon as possible after January 1 for the upcoming academic year. COA's priority filing date for submitting this form to the federal student aid processing center is MARCH 15. COA's school code for the FAFSA is 002917.

### Apply For Scholarships

All students who wish to be considered for the scholarships offered by COA must submit the COA Private Scholarship Application by the required deadline. Visit www.albemarle.edu, go to Getting Started, Financial Aid, Applying For Scholarships & Student Aid for additional details. Other scholarship opportunities are also listed.

### Request Your Transcripts

Official high school or GED transcripts and college transcripts (if you attended another college) are required before registering for your second semester at College of The Albemarle. Unofficial copies may be used for advising purposes only.

### Take the College Placement Tests

Take the first available College Placement Test after you apply for admission to the College. Submit a copy of appropriate SAT/ACT scores, if you have them. Obtain the most up to date Placement Test Schedule from the web site or contact the appropriate campus for testing dates and times.

### Meet With An Academic Advisor

Plan to meet with an Academic Advisor to discuss your academic plan. Bring a list of any questions you may have about COA or the programs of study offered.

### Register For Classes

Visit COA's web site for the most up to date Registration Schedule for each semester. View each semester's Course Schedules which are continuously updated so you can see what classes are still available. The course schedule includes Internet, Hybrid, and Traditional Seated classes.

# Hope, Opport

### Pay Your Tuition and Fees

Payment of tuition and fees is required on the same day that you register for classes. We have several payment options for you to choose from, which includes Cash, Check, or Credit Card. COA also offers our students a payment plan through E-Cashier/ FACTS Management. This payment plan option allows you to make payment(s) via automatic withdrawals from your checking or savings account or by credit card. (NOTE: Please check with your local bank to verify their policy regarding third party withdrawals.) This service is accessible via COA's web site, clicking on the Student Services quick link, and then E-Cashier/FACTS Management. Another option for payment is through approval from the Office of Scholarships and Student Aid, based on your timely application. Apply online for financial aid at www.fasfa.ed.gov. Complete all admission steps in order to receive financial aid. Scholarships are also available and applications can be found online. To access Scholarships and Student Aid, click on the Financial Aid link on the COA home page.

### Get Your Student ID Card and Parking Pass

Once you have registered and paid for your classes, bring a copy of your schedule to the reception desk in the Administration Building to obtain your identification card and parking pass. Your ID card serves as your identification on campus and should be carried with you at all times.

### Attend New Student Orientation

New Student Orientation will be held prior to the first day of class during the Fall and Spring Semesters. Contact the appropriate campus for the orientation schedule.

### Create Your E-Mail Account on Campus Cruiser

Campus Cruiser is a great resource that allows you to view your grades on-line and sign up for a free college e-mail account. A lot of other information is available on Campus Cruiser including campus news, academic department information, student activities, club links, and much more. Campus Cruiser is accessible from the COA home page by clicking on the Campus Cruiser button. Log-in instructions are provided on the Campus Cruiser home page.

### Access Your Blackboard Account

Blackboard is the College's course management software that allows you to take classes online and supplements some seated classes. Blackboard orientation sessions are available before the beginning of each semester. You cannot access Blackboard until the first day of classes. To access Blackboard online, go to the COA home page and click on the Blackboard button.

### Purchase Your Books

Books can be purchased online and delivered to your home. To access the on-line bookstore, visit www.albemarle.edu, click on the Student Services Quick Link, then click on Bookstore. Or, you may visit www.efollett.com directly. The Elizabeth City Campus does offer an on-site bookstore and hours are posted on the website.

### Attend Class

Make sure you attend the first day of class. This is important as instructors will inform you of the work you will need to complete over the semester. You will receive your course syllabus and other important information about your class. Students missing more than 10% of any class may be withdrawn from that class. It is also important to arrive to class on time. If your class is on-line don't forget to create your Blackboard account on your first day of class.

### Visit Smarthinking (Free On-Line Tutoring)

College of The Albemarle contracts through Smarthinking to provide all students with online tutoring 24 hours a day, 7 days a week. This service is available anywhere, anytime by logging into Campus Cruiser.

# unity, Success

### Sign Up for AlertNow Emergency Notification System

COA offers the AlertNow Emergency Notification System which announces college closures and delays due to weather conditions as well as any campus emergency situations. A text message or voice message can be sent to your cell phone and a voice message can be sent to your home phone. This system is available to all students and there is no cost to receive the messages. To sign up for this notification system, log into Campus Cruiser, click on the Alert Now Tab and follow the directions to register.

### Join the YMCA at a Reduced Rate

The Albemarle Family YMCA is located on the Elizabeth City Campus and offers reduced monthly fees for full time students. The YMCA membership is valid at all YMCA locations.

### Free Accident Insurance

The college purchases limited accident insurance for all curriculum students. If you have an accident or injury while in class or on campus, please see the Business Office.

### College of The Albemarle is Proud to be Smoke Free

As of March 14, 2007, College of The Albemarle was the first North Carolina Community College to be Tobacco Free. This means that students are not permitted to smoke or use any tobacco products on any COA property, which includes smoking inside your vehicle on COA property.

### College of The Albemarle strives for a safe and secure campus environment

College students are considered to be mature individuals. Their conduct, both on and off campus, is expected to be that of responsible adults in public places. Common courtesy and cooperation are the basic rules for conduct at the college.

College of The Albemarle

# College of The Albemarle

*Est. 1960*

## www.albemarle.edu

**Dare County Campus**
132 Russell Twiford Road
Manteo, NC 27954
252.473.2264
252.473.5497

**Elizabeth City Campus**
1208 North Road Street
Elizabeth City, NC 27906
252.335.0821
252.335.2011

**Edenton-Chowan Campus**
1316C North Broad Street
Edenton, NC 27932
252.482.7900
252.482.7999